

# Index

---

## • Symbols •

- \* (asterisk wildcard), 222
- / (division sign), 64
- = (equal sign), 64, 83, 363
- (minus sign), 64
- \* (multiply sign), 64
- #DIV/0! error value, 69
- #NAME? error value, 69
- #NULL! error value, 69
- #NUM! error value, 70
- # (overflow indicator), 117
- #REF! error value, 70
- #VALUE! error value, 70
- + (plus sign), 64
- ? (question mark wildcard), 222
- ^ (raise number to exponential power), 64
- ~ (tilde), 222

## • A •

- absolute cell reference, 157–159
- Access database table, querying, 339–341
- Accounting Number Format button (Number group), 44, 112, 116
- activating
  - open workbook and displaying on-screen, 361
  - worksheet for editing, 27
- active cell, 100
- Active Sheet(s) option (Print dialog box), 180
- Add to Dictionary option (Spelling dialog box), 168
- Add to Selection mode (Shift+F8), 106
- add-in, using, 343–345
- adding
  - arrow to text box, 301–302
  - command button to Quick Access toolbar, 18–19

- comment to cell, 212–213
- data labels to series in chart, 293–294
- data table to chart, 294–295
- header or footer, 189, 190–194
- hyperlink to worksheet, 345–348
- macro to Quick Access toolbar, 21
- non-Ribbon command to Quick Access toolbar, 20–21
- pivot table field, 279
- preset graphic shape, 307–308
- Quick Print button to Quick Access toolbar, 177–178
- records to data list, 321–324
- Ribbon command to Quick Access toolbar, 19–20
- text box, 300–301
- text replacement to AutoCorrect feature, 71
- title to chart, 293
- Add-Ins command, 39
- Add-Ins dialog box, 344
- Add-Ins tab (Excel Options dialog box), 344
- adjusting size
  - of column, 123–124, 155
  - of row, 124
- Adobe Reader software, 95
- Advanced command, 39
- Advanced tab (Excel Options dialog box), 54
- Align Left button (Alignment group), 111
- Align Right button (Alignment group), 111
- aligning header or footer, 189
- alignment, altering, 128–131
- Alignment group command buttons, 111–112
- Alignment tab (Format Cells dialog box), 132, 133–134
- All option (Print dialog box), 179
- Allow Users to Edit Ranges command, 39
- Alt key, selecting command using, 17

- Alt+AFA (Select Data Source dialog box), 339  
Alt+AFF (redisplay filter buttons), 334  
Alt+AFO (From Other Sources), 340–341  
Alt+AFW (New Web Query dialog box), 341  
Alt+AS (Sort), 331  
Alt+AWS (Scenario Manager), 264  
Alt+AWT (Data Table dialog box), 256  
Alt+AX (Existing Connections dialog box), 340  
alternating header or footer, creating, 195–196  
Alt+F (File pull-down menu), 7  
Alt+F4 (exit), 32  
Alt+F8 (Macro dialog box), 50, 352  
Alt+FA (Save As), 91  
Alt+FIC (Customize tab), 354  
Alt+FIS (Save AutoRecover Information), 363  
Alt+FN (New Workbook), 361  
Alt+FO (Open), 142  
Alt+FP (Print dialog box), 179  
Alt+FWV (Print Preview), 175  
Alt+FX (Exit), 32, 362  
Alt+HDS (Delete Sheet), 237  
Alt+HFDF (Find), 220  
Alt+HFDG (Go To dialog box), 217  
Alt+HFDR (Replace), 223  
Alt+HIS (Insert Sheet), 236  
Alt+HSU (Sort & Filter), 331  
Alt+MMD (New Name dialog box), 219  
Alt+MXA (automatic recalculation), 226  
Alt+MXM (manual recalculation), 226, 364  
Alt+NI (Insert Hyperlink), 345  
Alt+NM (Choose a SmartArt Graphic dialog box), 310–311  
Alt+NP (Insert Picture dialog box), 305  
Alt+NVT (Create PivotTable dialog box), 270  
Alt+NW (WordArt gallery), 308  
Alt+PBA (Reset All Page Breaks), 198  
Alt+PBI (Insert Page Break), 198  
Alt+PBR (Remove Page Break), 198  
Alt+PRS (define Print Area), 181  
Alt+RA (Show All Comments), 214  
Alt+RC (New Comment), 213  
Alt+RPS (Protect Sheet), 227  
Alt+RR (Research task pane), 224  
Alt+Tab (Flip), 146  
Alt+WB (View Side by Side), 245  
Alt+WFF (Freeze Panes), 210  
Alt+WH (Hide), 353  
Alt+WI (Page Break Preview), 197  
Alt+WMV (Macro dialog box), 50  
Alt+WN (New Window), 241  
Alt+WP (Page Layout View), 174  
Alt+WQ (Zoom dialog box), 206  
Alt+WS (Split), 208  
Alt+WU (Unhide), 353  
anchoring cell cursor, 106  
arguments of function, 83  
Arrange command, 40  
Arrange Windows dialog box, 241–243  
array formula, 259, 261  
arrow, adding to text box, 301–302  
arrow key  
    completing cell entry and, 55, 82  
    data list and, 325–326  
    repositioning insertion point using, 72  
    selecting chart element using, 296  
ascending sort order, 329  
assigning  
    color to worksheet, 238–239  
    constant to range name, 219  
    General number format to cell, 121  
    macro to Quick Access toolbar, 50, 353–354  
    shortcut keystroke to macro, 349, 350  
asterisk (\*) wildcard, 222  
AutoCalculate button (Status bar), 28  
AutoCalculate indicator, value of text entry in, 56  
AutoComplete feature, 73–75  
AutoCorrect feature, 70–71  
AutoCorrect option (Spelling dialog box), 168  
AutoCorrect Options command, 39  
AutoFill feature  
    copying formula to range of cells, 155–159  
    copying with, 78  
    custom lists, creating, 79–80  
    overview of, 75–77  
    spaced series, 77–78  
AutoFilter, custom, creating, 336–339  
AutoFit feature, 123–124

AutoFit Row Height command, 37  
 AutoRecover feature, 96, 363  
 AutoSelect feature, 102–104, 105  
 AutoSum tool, 87–89  
 Average function, 280

## • B •

Background button (Page Setup group), 182  
 Background command, 38  
 Backspace key, 71, 72  
 beginner basics, 361–362  
 binary file format, 95  
 blowing up worksheet, 204–206  
 Bold button (Font group), 110  
 bold formatting, 112  
 border, adding to cell, 135–136  
 Border tab (Format Cells dialog box), 136  
 Borders button (Font group), 111  
 Bottom Align button (Alignment group), 44, 111  
 Breaks button (Page Setup group), 182  
 Brightness option (Picture Tools contextual tab), 306  
 browser, opening file in, 149  
 built-in add-in programs, 344  
 buttons. *See* command buttons  
 Buttons section (Formula bar), 21

## • C •

Calculate Now button, 226  
 calculating field entry, 321  
 Calculation Options button (Ribbon), 226  
 Cancel box (Formula bar), 55  
 Cancel button (Printing dialog box), 178  
 canceling print job, 178  
 Cascade option (Arrange Windows dialog box), 242, 243  
 case, Find and Replace dialog box and, 220  
 cell  
   active, 100  
   clearing, 164–165  
   comment, adding to, 212–213

current, indications of, 22  
 deleting, 165–166  
 deselecting, 101  
 editing, 71–73  
 inserting with drag and drop technique, 154–155  
 locking, 227  
 naming, 216–217  
 selecting, 67, 81–82, 100–107, 363  
 unlocking, 229  
 Cell contents section (Formula bar), 21  
 cell cursor/pointer  
   anchoring and unanchoring, 106  
   data entry and, 53, 54  
   moving, 23–24, 82  
 cell range  
   applying Data Bars to, 357  
   copying formula to, 155–159  
   copying text entry to, 78  
   inserting, 166  
   moving to using Zoom feature, 206  
   naming, 216–217  
   selecting multiple, 106  
 cell reference, linking to, 346  
 Cell Styles command, 38  
 Cell Styles gallery, 138, 357  
 Cells command, 37  
 center alignment, 130  
 Center button (Alignment group), 111  
 centering header or footer, 189  
 Change All option (Spelling dialog box), 168  
 Change option (Spelling dialog box), 168  
 Change Picture option (Picture Tools contextual tab), 306  
 changing  
   appearance of icon, 143–144  
   cell reference, 158, 159  
   default file location for saving workbook, 93–94  
   default number of worksheets in workbook, 237  
   font, 126–128, 215  
   order of worksheets in workbook, 239–240  
 Recent Documents list, 146–147  
 units for ruler, 174

- chart. *See also* embedded chart; pivot chart  
creating, 288–289  
data labels, adding to series in, 293–294  
data table, adding to, 294–295  
elements, customizing, 292–295  
elements, formatting, 295–299  
Insert tab and, 358  
moving and resizing, 290–291  
overview of, 287–288  
title, adding to, 293  
title, editing, 295  
type and style, customizing, 291  
Chart Layouts option (Chart Tools  
contextual tab), 291, 292  
chart sheet, moving embedded chart to,  
290–291  
Chart Styles option (Chart Tools  
contextual tab), 292  
Chart Tools contextual tab  
Design tab, 291–292  
embedded chart and, 290  
Format tab, 296–299  
Layout tab, 292–295  
overview of, 16  
checking spelling, 167–169  
Clear All command, 36  
Clear Comments command, 36  
Clear Contents command, 36  
Clear Formats command, 36  
clearing  
cell, 164–165  
comments, 215  
Office Clipboard, 162  
Print Area, 181  
print titles from report, 187  
click-and-drag cell selection, 102  
Clip Art  
editing, 305–307  
formatting, 305–307  
searching for and inserting, 302–304  
Clipboard, pasting from, 160, 161–162  
Close command, 36  
Close Print Preview option  
(Print Preview), 177  
closing  
Excel, 32–33, 362  
worksheet window, 244  
collapse buttons, pivot table, 275  
Collate option (Print dialog box), 180  
color  
assigning to worksheet, 238–239  
of font, changing, 128  
of hyperlink, 348  
Color Scales, applying, 357  
column  
adjusting width of, 123–124, 155  
changing margins and, 183–184  
deleting, 165–166, 364  
hiding, 125–126  
inserting, 167, 364  
labeling, 22  
selecting all cells in, 102  
sorting worksheet data by, 333  
Column field  
filtering, 276–277  
pivoting, 279  
sorting on, 278  
Column Labels drop zone, 272  
Column Width command, 38  
Comma Style button (Number group), 112  
Comma Style format, 117–118  
command buttons. *See also specific buttons*  
adding on Quick Access toolbar, 18–19  
Alignment group, 111–112  
Font group, 110–111  
Header & Footer Elements group, 192  
Number group, 112  
Page Setup group, 182  
commands. *See also specific commands*  
Excel 2007 equivalents for, 35–41  
selecting on Ribbon, 362  
comment  
adding to cell, 212–213  
editing, 215  
overview of, 212  
printing, 216  
viewing all, 214  
Compare Side by Side dialog box, 245–246  
comparing worksheets side by side,  
245–246  
completing cell entry, 55  
Compress Pictures option (Picture Tools  
contextual tab), 306  
conditional formatting, 357  
Conditional Formatting command, 38  
Consolidate command, 40

- constant, naming, 218–219  
contextual tools, 16  
Contrast option (Picture Tools contextual tab), 306  
Convert Text to Table command, 40  
converting precision of values to displayed form, 120–121  
copy, opening file as, 149  
Copy command, 42  
copying  
    AutoFill, using for, 78  
    custom style between workbooks, 138–139  
    with cut and paste technique, 159–164  
    with drag and drop technique, 153–154  
filtered records, 333  
formatting between cells, 140  
formula to range of cells, 155–159  
formula using range name, 219  
worksheet, 239–240, 246–249  
correcting error in data entry, 70–73  
Count function, 280  
Count Numbers function, 280  
Create from Selection command, 37  
Create PivotTable dialog box, 270, 271  
Criteria button (data form), 326–328  
cross-reference to another section or chapter, 2  
cross-tabulating data, 270  
Ctrl key  
    cell selection and, 101–102  
    keyboard shortcuts using, 17  
    using with arrow key, 24  
Ctrl+= (Calculate Now), 226  
Ctrl+. (move from one corner of range to another), 82  
Ctrl+` (toggle between displays), 199  
Ctrl+1 (Format Cells dialog box), 114  
Ctrl+B (bold), 112  
Ctrl+F (Find), 220  
Ctrl+F1 (minimize Ribbon display), 35  
Ctrl+F12 (Open), 142  
Ctrl+G (Go To dialog box), 217  
Ctrl+H (Replace tab), 223  
Ctrl+I (italics), 112  
Ctrl+K (Insert Hyperlink), 345  
Ctrl+N (New Workbook), 361  
Ctrl+O (Open), 142  
Ctrl+P (Print dialog box), 179  
Ctrl+Page Down (next worksheet), 27, 235  
Ctrl+Page Up (previous worksheet), 27, 235  
Ctrl+S (Save), 90, 96, 362  
Ctrl+Shift+~ (assign General number format), 121  
Ctrl+U (underline), 112  
Ctrl+X (Cut), 159  
Ctrl+Y (Redo Clear), 150–151  
Ctrl+Z (Undo), 150, 364  
Current Date button (Header & Footer Elements group), 192  
Current Time button (Header & Footer Elements group), 192  
Custom AutoFilter dialog box, 336–339  
custom series, creating, 79–80  
Custom Sort command, 39  
Customize Quick Access Toolbar button, 18  
Customize Quick Access Toolbar dropdown menu, 18–19  
Customize tab (Excel Options dialog box), 19, 20, 354  
customizing  
    cell pointer, 54  
    chart, 291–295  
    Quick Access toolbar, 18–21, 46–48  
cut and paste technique  
    moving cell selection, 159–160  
    Paste Options button, 160–161  
    Paste Special command, 162–164  
    pasting from Clipboard, 161–162  
    pasting multiple times, 160  
Cut command, 42



- Data Bars, applying to cell range, 357  
data entry  
    AutoComplete feature, 73–75  
    AutoFill feature, 75–80  
    correcting errors in, 70–73  
    in data list table, 321–324  
    formatting and, 99  
    overview of, 362  
    special symbol, inserting, 80–81  
    speeding up, 82–83  
    tips for, 52–55

data form  
  adding records using, 322–324  
  editing records using, 324–325  
  finding records with, 326–328  
  moving through records using,  
    325–326

data label, adding to series in chart,  
  293–294

data list  
  adding records to, 321–324  
  calculating field entry, 321  
  creating, 319–320  
  editing records, 324–325  
  filtering records, 333–339  
  finding records, 326–328  
  moving through records, 325–326  
  overview of, 319  
  sorting records, 328–333

Data menu commands, 39–40

Data option (Chart Tools  
  contextual tab), 291

Data tab, 15

data table  
  adding to chart, 294–295  
  array formulas and, 259  
  one-variable, creating, 256–258  
  overview of, 255, 256  
  two-variable, creating, 259–261

Data Table command, 40

data type  
  formula, 64–67  
  overview of, 56  
  text, 56–57  
  value, 58–64

Data Validation command, 40

database. *See* data list

date, entering, 62–64

date filter options, 335–336

date format, 63, 121

decimal places  
  fixing number of, 59–60  
  increasing or decreasing, 119, 120

decimal point, 59

Decrease Decimal button (Number group),  
  112, 119

Decrease Font button (Home tab), 44

Decrease Font Size button (Font  
  group), 110

Decrease Indent button (Alignment group),  
  111, 130

default file location for saving workbook,  
  changing, 93–94

default Save setting, changing, 50

Default Width command, 38

Define Name button (Ribbon), 219

Define Name command, 37

Delete command, 36

Delete key, 72, 164

deleting. *See also* removing  
  cell, 165–166  
  clearing cell, 164–165  
  column, 364  
  comment, 215  
  header or footer, 191  
  item from Office Clipboard, 162  
  multiple worksheets, 235  
  pivot table field, 279  
  record from data list, 325  
  row, 364  
  text box, 301  
  worksheet from workbook, 237

descending sort order, 329

deselecting  
  cell, 101  
  cell range, 82  
  chart, 290

Clip Art, 304

multiple worksheets, 236

object, 16

Design tab  
  Chart Tools contextual tab, 291–292  
  Header & Footer Tools contextual tab,  
    189–196  
  Live Preview and, 108  
  PivotChart Tools contextual tab, 283  
  PivotTable Tools contextual tab,  
    273–274  
  SmartArt Tools contextual tab, 311, 312  
  Table Styles Options group, 109

desktop shortcut  
  adding to Quick Launch toolbar, 32

Windows Vista, creating for, 30–31

Windows XP, creating for, 31–32

Developer tab  
  adding to Ribbon, 349  
  description of, 16

- Dictionary Language option (Spelling dialog box), 168
- Different First Page check box (Header & Footer Tools contextual tab), 195
- Different Odd & Even Pages check box (Header & Footer Tools contextual tab), 195–196
- disabling AutoComplete feature, 75
- displaying
- all files in folder, 143
  - comments, 213–214
  - formulas, 198
  - hidden graphic objects, 316
  - workbooks on-screen, 27
- #DIV/0! error value, 69
- division sign (/), 64
- document recovery feature, 96
- drag and drop technique
- copying, 153–154
  - inserting, 154–155
  - overview of, 151–152
- dragging
- cell selection, 75
  - column marker to change margin, 183–184
  - sheet tab to move worksheet, 247–248
- Drawing toolbar, 43
- **E** •
- Edit menu commands, 36
- Edit mode, 72
- Edit Name dialog box, 219
- editing
- activating worksheet for, 27
  - array formula, 259, 261
  - arrow in text box, 302
  - AutoFill and, 155–156
  - checking spelling, 167–169
  - Clip Art, 305
  - comment, 215
  - constant name, 219
  - cut and past technique, 159–164
  - data in cell, 71–73
  - deleting, 164–166
  - drag and drop technique, 151–155
  - function with Function Wizard button, 87
- Home tab and, 358
- hyperlink, 348
- inserting, 166–167
- locked cell, 228
- multiple worksheets, 235–236
- overview of, 362
- picture, 305
- pivot table fields, 278–279
- records in data list, 324–325
- replacing entry, 223–224
- text box, 301
- Text to Speech feature, 169–171
- titles in chart, 295
- Undo command and, 150
- worksheet, 142
- e-mail address page, linking to, 347
- E-mail command, 18, 36, 42
- embedded chart
- description of, 281, 289
  - moving and resizing, 290–291
  - printing, 317
- enabling preview feature, 144
- End key
- repositioning insertion point using, 72
  - using with arrow key, 24
- Enter box (Formula bar), 55
- Enter key
- completing cell entry and, 54, 55
  - moving cell cursor with, 82
- Enter mode, 53
- entering. *See also* data entry
- data into workbook, 52–55
  - numeric value, 58–59
- Entire Column option
- Delete dialog box, 165
  - Insert dialog box, 166
- Entire Row option
- Delete dialog box, 165
  - Insert dialog box, 166
- Entire Workbook option (Print dialog box), 180
- equal sign (=), 64, 83, 363
- Error Checking command, 38
- error in data entry, correcting, 70–73
- error value, 68–70
- Excel Options button, 12
- Excel Options command, 39

Excel Options dialog box  
  Add-Ins tab, 344  
  Advanced tab, 54  
  Customize tab, 19, 20, 354  
  Save tab, 93  
Exit Excel button, 12  
exiting Excel, 32–33, 362  
Extend mode, 105  
extending cell selection, 105  
extending power of Excel  
  add-in, using, 343–345  
  hyperlink, adding to worksheet, 345–348  
  with macros, 348–354  
external data, importing, 339–342

## • F •

F1 (Help window), 33  
F2 (edit cell entry), 71–72  
F4 (change cell reference), 158, 159  
F5 (Go To dialog box), 23, 106–107, 217  
F8 (Extend mode), 105  
F9 (Calculate Now), 226  
F11 (Clustered Column chart), 289  
field. *See also* Column field; Row field  
  sorting records on multiple, 331–332  
  sorting records on single, 330  
field name, 319  
file  
  opening, 149–150  
  saving, 49–50, 94–96  
file format  
  binary, 95  
  migrating to Excel from earlier versions  
    and, 49–50  
  .XLS compared to .XLSX, 94  
File menu commands, 35–36  
File Name button (Header & Footer  
  Elements group), 192  
File Path button (Header & Footer  
  Elements group), 192  
File pull-down menu, opening, 7  
fill color, applying, 136–138  
Fill Color button (Font group), 111  
Fill Effects dialog box, 137  
Fill tab (Format Cells dialog box), 137  
filling in text for SmartArt graphic,  
  311–312

filter buttons, pivot table, 275  
Filter command, 39  
filtering  
  Column and Row fields, 276–277  
  custom filter, creating, 336–339  
  date filter options, 335–336  
  number filter options, 334–335  
  pivot chart, 283  
  pivot table report, 276  
  records in data list, 333–334  
Find and Replace dialog box  
  replacing using, 223–224  
  searching using, 220–223  
Find command, 36  
Find Format dialog box, 221  
finding records in data list, 326–328  
First sheet button, 26  
First tab scroll button, 234  
first-page header or footer, creating, 195  
Fixed Decimal setting, 60, 61  
fixing number of decimal places, 59–60  
Fly feature, 146  
folder  
  opening, 145  
  opening workbook in, 143  
  selecting to save workbook file in, 91–93  
following hyperlink, 347–348  
font, changing  
  chart title, 297  
  comment text, 215  
  Font group on Home tab, using, 126–128  
  WordArt, 310  
Font button (Font group), 110  
Font Color button (Font group), 111  
Font group command buttons, 110–111  
Font Size button (Font group), 110  
Font tab (Format Cells dialog box), 127  
footer  
  adding, 189  
  adding Auto Header, 190–191  
  alternating, creating, 195–196  
  custom, creating, 192–196  
    for first page, creating, 195  
Form button, adding to Quick Access  
  toolbar, 321–322  
Format as Table command, 38  
Format as Table dialog box, 107–108  
Format as Table feature, 107–109, 358

- Format Cells dialog box  
 Alignment tab, 132, 133–134  
 Border tab, 136  
 Fill tab, 137  
 Font tab, 127  
 Indent text box, 130  
 Number tab, 114–119  
 opening, 114  
 Special category, 122–123
- Format menu commands, 37–38
- Format Painter button (Home tab), 139–140
- Format Painter command, 42
- Format Picture button (Header & Footer Elements group), 192
- Format tab  
 Chart Tools contextual tab, 296–299  
 Picture Tools contextual tab, 305–307  
 PivotChart Tools contextual tab, 283
- formatting  
 alignment, 128–130  
 borders, 135–136  
 cell selection and, 100–107  
 Clip Art, 305–307  
 column or row, 123–126  
 conditional, 357  
 data entry and, 99  
 fill colors, patterns, and gradient effects, 136–138  
 Find and Replace dialog box and, 221  
 font, 126–128  
 Home tab and, 109–112, 358  
 indentation, 130  
 mini toolbar feature and, 113  
 orientation of text, 133–134  
 picture, 305–307  
 pivot chart, 283  
 pivot table, 273–274, 275  
 Shrink to Fit, 134  
 SmartArt graphic, 312–313  
 styles, 138–139  
 text box, 300–301  
 text wrap, 131–132  
 themes, using, 313–314  
 values and, 119–121
- Formatting toolbar buttons, Excel 2007 equivalents for, 43–44
- formula. *See also* function  
 array, 259, 261  
 copying to range of cells, 155–159  
 entering, 64–67  
 equal sign (=) and, 363  
 error values from, 68–70  
 naming, 217–218  
 order of operations, altering, 67–68  
 printing, 198–199
- Formula bar  
 Cancel box, 55  
 editing cell contents using, 73  
 Enter box, 55  
 illustration of, 13  
 reactivating, 72  
 sections of, 21
- Formulas tab, 15
- fraction, entering, 59
- Freeze Panes command, 40  
 freezing heading, 209–212
- From Other Sources command, 40
- Ful Screen command, 36
- function  
 editing with Function Wizard button, 87  
 inserting with Function Wizard button, 84–87  
 overview of, 83–84  
 summary, modifying in pivot table, 280
- Function Arguments dialog box, 85–87
- Function Wizard button (Formula bar), 84–87
- G •
- General number format, 115, 121  
 global search-and-replace operations, 224  
 Go To dialog box  
 cell selection and, 106–107  
 named cell or cell range and, 217  
 opening, 23  
 Goal Seek, 255, 261–263  
 Goal Seek Status dialog box, 263  
 gradient effect, applying, 136–138  
 graphic object  
 grouping, 315  
 hiding, 315–316  
 reordering layering of, 314–315

graphics. *See also* chart  
adding preset shapes, 307–308  
Clip Art, 302–304  
editing, 305  
formatting, 305–307  
overview of, 299  
pictures, 305  
SmartArt, 310–313  
text box, 300–302  
themes, 313–314  
WordArt, 308–310  
gridline, printing, 135  
Group command, 40  
grouping graphic objects, 315

## • H •

handle, AutoFill, 75  
header. *See also* title  
adding, 189  
adding Auto Header, 190–191  
alternating, creating, 195–196  
custom, creating, 192–196  
for first page, creating, 195  
Header & Footer command, 36  
Header & Footer Tools contextual tab  
  Auto Header & Footer group, 190–191  
  Header & Footer Elements, 192–196  
heading, freezing, 209–212  
Height command, 37  
height of row, setting, 124  
Help on this Function hyperlink, 84  
Help window, opening and using, 33–34  
Hide Columns command, 38  
Hide command, 40  
Hide Rows command, 37  
Hide Sheet command, 38  
hiding. *See also* unhiding  
  column or row, 125–126  
  graphic object, 315–316  
Home key, 72  
Home tab  
  Alignment group, 111–112, 128–134  
AutoSum tool, 87, 88

cell formatting from, 109–112  
Cell Styles button, 138  
description of, 15  
Font group, 110–111, 126–128,  
  135–136, 137  
Format as Table command button, 107  
Format Painter button, 139–140  
formatting and editing from, 358  
Formatting toolbar button equivalents  
  and, 43–44  
Header & Footer Elements group, 192  
Number group, 112  
Page Setup group, 182  
Paste Options button, 160–161  
Horizontal option (*Arrange Windows*  
  dialog box), 241, 242  
horizontal scroll bar, 25  
horizontal split bar, 208  
hot key combination, 6, 17. *See also*  
  keystroke shortcuts  
hyperlink, adding to worksheet, 345–348  
Hyperlink command, 37, 42

## • I •

I-beam shape, 154–155  
icon, changing appearance of, 143–144  
Icon Sets, applying, 357  
Ignore All option (Spelling dialog box), 168  
Ignore Once option (Spelling dialog  
  box), 168  
Ignore Print Areas option (Print dialog  
  box), 180  
Import Data dialog box, 339, 341  
importing external data, 339–342  
Increase Decimal button (Number group),  
  112, 119  
Increase Font button (Home tab), 44  
Increase Font Size button (Font group), 110  
Increase Indent button (Alignment group),  
  111, 130  
indentation, 130  
Insert Cells command, 37  
Insert dialog box, 166

Insert Function dialog box, 84–85  
 Insert Hyperlink dialog box, 345–347

Insert key, 72  
 Insert menu commands, 37  
 Insert Page Break command, 37  
 Insert Sheet Columns command, 37  
 Insert Sheet command, 37  
 Insert Sheet Rows command, 37

Insert tab (Ribbon)  
 Chart buttons, 288–289  
 charts, 358  
 description of, 15  
 Shapes gallery, 307–308  
 WordArt gallery, 308–310

Insert Worksheet button, 26

inserting  
 cell range, 166  
 Clip Art, 303, 304  
 column or row, 167, 364  
 drag and drop technique for, 154–155  
 function with Function Wizard button,  
 84–87  
 manual page break, 198  
 picture, 305  
 SmartArt list or diagram, 310–311  
 special symbol, 80–81  
 worksheet into workbook, 236  
 insertion point, repositioning, 72, 36  
 Internet Fax command, 36  
 Italic button (Font group), 110  
 italics formatting, 112

## • K •

keyboard, switching between worksheets  
 with, 235  
 keyboard cell selection, 104–107  
 keystroke shortcuts  
 assigning to macro, 349, 350  
 for button commands, 35–41  
 for editing cell data, 72  
 for moving cell cursor, 23–24  
 for navigating data list, 325–326  
 for Standard toolbar button equivalents,  
 41–43

## • L •

labeling column, 22  
 Landscape option (Page Layout tab),  
 184–185  
 Last sheet button, 26  
 Last tab scroll button, 234  
 launching Excel automatically, 361  
 layering of graphic objects, reordering,  
 314–315  
 layout, protecting, 228  
 Layout button (Status bar), 28  
 Layout tab  
 Chart Tools contextual tab, 292–295  
 PivotChart Tools contextual tab, 283  
 left alignment, 130  
 linking  
 to e-mail address page, 347  
 to worksheet range name or cell  
 reference, 346  
 Live Preview  
 Design tab and, 108  
 overview of, 359  
 loading built-in add-in programs, 344  
 locking cell, 227–229

## • M •

macro  
 adding to Quick Access toolbar, 21  
 assigning to Quick Access toolbar, 353–354  
 migrating to Excel from earlier versions  
 and, 50  
 overview of, 348  
 recording new, 348–352  
 running, 352–353, 354  
 Macro dialog box, 50, 352, 353  
 Macro Recording button (Status bar),  
 27, 28  
 Macros command, 39  
 magnifying worksheet, 204–206  
 Margins button (Page Setup group),  
 182–184  
 Margins tab (Page Setup dialog box), 183

- marquee, 159  
mathematical operators, 64  
Max function, 280  
Maximize button (title bar), 244  
memory conservation in worksheet,  
    53, 363  
menu commands, Excel 2007 equivalents  
    for, 35–41  
Merge and Center button (Alignment  
    group), 112, 128–130  
Microsoft Office Online Web site, 343  
Middle Align button (Alignment group),  
    44, 111  
migrating to Excel from earlier versions  
    file formats, 49–50  
    Formatting toolbar button equivalents,  
        43–44  
    macros, 50  
    overview of, 34  
    pull-down menu command equivalents,  
        35–41  
    Quick Access toolbar and, 45–48  
    Standard toolbar button equivalents,  
        41–43  
Min function, 280  
mini toolbar feature, 113  
minimizing  
    Function Arguments dialog box, 86  
    Ribbon interface, 14–15, 35  
minus sign (-), 64  
Mode button (Status bar), 27, 28  
modifying. *See* editing  
months, entering row of, 76  
More Controls button (Quick Access  
    toolbar), 48  
mouse  
    cell selection with, 100–104  
    wheeled, and scrolling, 25  
Move or Copy dialog box, 246–247  
Move or Copy Sheet command, 36  
moving. *See also* repositioning  
    cell cursor, 23–24, 82  
    embedded chart, 290–291  
    Function Arguments dialog box, 86  
    insertion point, 72, 86  
    to new cell range using Zoom feature, 206  
pivot chart to its own sheet, 282  
pivot table field, 279
- Quick Access toolbar, 18  
range of cell entries, 152–153  
worksheet, 240, 246–249  
multiply sign (\*), 64
- N •
- Name box section (Formula bar), 21  
#NAME? error value, 69  
Name Manager command, 37  
naming. *See also* renaming  
    cell or cell range, 216–217  
    constant, 218–219  
    formula, 217–218  
    macro, 350  
    workbook, 363  
narrow margins, setting, 182–183  
navigating  
    Print Preview window, 175–177  
    records in data list, 325–326  
    search results, 222–223  
    workbook, 26–27  
Worksheet area, 22–25  
negative number, entering, 58  
nesting parentheses in formula, 68  
New command, 18, 35, 41  
New Comment command, 37  
New Name dialog box, 219  
New Web Query dialog box, 341–342  
New Window command, 40  
New Window command button  
    (Ribbon), 241  
Next sheet button, 26  
Next tab scroll button, 234  
nonadjacent/noncontiguous selection,  
    100, 101–102, 106  
#NULL! error value, 69  
#NUM! error value, 70  
Num Lock indicator, 28  
number filter options, 334–335  
Number Format button (Number group),  
    44, 112  
Number group command buttons, 112  
Number of Copies option (Print dialog  
    box), 180  
Number of Pages button (Header & Footer  
    Elements group), 192

Number tab (Format Cells dialog box)  
 Accounting Number format, 116  
 Comma Style format, 117–118  
 overview of, 114–115  
 Percent Style format, 118–119  
 numeric keypad, 61–62  
 numeric value, entering, 58–59

**• O •**

object, selecting and deselecting, 16  
 Office Button  
 File pull-down menu and, 7  
 illustration of, 13  
 manipulating, 12–13  
 Office Clipboard, pasting from,  
 160, 161–162  
 Office menu, 12  
 one-variable data table, creating, 256–258  
 Open button (Open dialog box), 149–150  
 Open command, 18, 35, 41  
 Open dialog box  
 Open button, 149–150  
 Windows Vista, 142–144, 147  
 Windows XP, 144–146  
 opening  
 Custom AutoFilter dialog box, 336  
 Data Table dialog box, 256  
 Excel automatically, 361  
 File pull-down menu, 7  
 folder, 145  
 Format Cells dialog box, 114  
 Go To dialog box, 217  
 Help window, 33  
 macro recorder, 349  
 multiple workbooks, 146  
 Office Clipboard, 162  
 Page Break Preview, 197  
 Page Layout View, 174  
 Print dialog box, 179  
 Print Preview, 175  
 recently edited workbooks, 146–147  
 recovered version of workbook, 96  
 Research task pane, 224  
 Scenario Manager, 264  
 Spelling dialog box, 167  
 workbook, 52, 142  
 worksheets in window panes, 240–245

operators  
 for Criteria button, 328  
 for Custom AutoFilter dialog box, 337  
 order of mathematical operations, altering,  
 67–68  
 Orientation button  
 Alignment group, 111  
 Home tab, 44  
 Page Setup group, 182, 184–185  
 orienting cell entry, 133–134  
 overflow indicator (#), 117

**• P •**

Page Break Preview, 196–198  
 Page Layout tab (Ribbon)  
 description of, 15  
 Page Setup group, 182–187  
 Scale to Fit group, 188  
 Sheet Options group, 188–189  
 Themes group, 313–314  
 Page Layout View, 174–175, 358–359  
 Page Number button (Header & Footer  
 Elements group), 192  
 Page Setup dialog box  
 defining Print Area from, 181  
 Margins tab, 183  
 Page tab, 188  
 Sheet tab, 186–187  
 Page Setup group, command buttons, 182  
 Page Setup option (Print Preview), 177  
 Page tab (Page Setup dialog box), 188  
 Page(s) option (Print dialog box), 179  
 paging worksheet, 174  
 parentheses in formula, 68  
 password  
 for protecting shared workbook, 229  
 for protecting worksheet, 227, 228  
 remembering, 364  
 Paste command, 42  
 Paste Options button (Home tab), 160–161  
 Paste Special command, 162  
 Paste Special dialog box, 163–164  
 pasting from Clipboard, 160, 161–162  
 pattern, applying, 136–138  
 PDF file, saving workbook as, 95  
 Percent Style button (Number group), 112  
 Percent Style format, 118–119

percentage, entering, 59  
Personal Macro Workbook, 349, 353  
Phone Number format, 122  
picture  
  editing, 305  
  formatting, 305–307  
  inserting, 305  
Picture button (Header & Footer Elements group), 192  
Picture command, 37  
Picture Styles group, 306–307  
pivot chart  
  creating, 281  
  filtering, 283  
  formatting, 283  
  moving to its own sheet, 282  
pivot table  
  creating, 270–273  
  as data summary, 269–270  
  formatting, 273–274, 275  
  modifying, 278–281  
  overview of, 269  
  sorting and filtering data, 275–278  
  style, selecting for, 274  
Pivot Table Field List task pane, 270–272, 279  
PivotChart Filter Pane, 282  
PivotTable Tools contextual tab, 273  
PivotTable/PivotChart command, 40  
plus sign (+), 64  
point-and-click cell selection, 100–104  
pointing, 67  
Portrait option (Page Layout tab), 184  
positive number, entering, 58  
preset graphic shape, adding, 307–308  
preview feature, enabling, 144  
preview pane, displaying, 146  
Previous sheet button, 26  
Previous tab scroll button, 234  
Print Area button (Page Setup group), 182  
Print Area, clearing, 181  
Print command, 36  
Print dialog box  
  overview of, 178  
Print Range, Print What, and Copies sections, 179–180

Print option (Print Preview), 177  
Print Preview command, 18, 42  
Print Preview feature, 175–177  
Print Preview tab, Show Margins check box, 183  
Print Titles button (Page Setup group), 182, 185–187  
printing. *See also* footer; header; Print dialog box  
canceling, 178  
comments, 216  
embedded charts, 317  
formulas, 198–199  
gridlines, 135  
overview of, 173–174  
Page Break Preview and, 196–198  
Page Layout tab and, 181–189  
Page Layout View and, 174–175  
previewing before, 364  
Print Preview and, 175–177  
worksheets using Quick Print button, 177–178  
Product function, 280  
program window, 13  
Protect Shared Workbook dialog box, 229  
Protect Sharing command, 39  
Protect Sheet command, 39  
Protect Sheet dialog box, 227  
Protect Structure and Windows dialog box, 228  
Protect Workbook command, 39  
protecting document, 227–229, 364



querying  
  Access database table, 339–341  
  Web page, 341–342  
question mark (?) wildcard, 222  
Quick Access toolbar  
  assigning macro to, 50, 353–354  
  buttons, 18  
  command buttons, adding, 18–19  
  customizing, 46–48  
  dividing buttons into groups, 48

- Form button, adding, 321–322  
 illustration of, 13  
 location of, 7  
 macro, adding, 21  
 migrating to Excel 2007 and, 45–48  
 non-Ribbon commands, adding, 20–21  
 Quick Print button, adding, 177–178  
 Redo button, 18, 150–151  
 Ribbon commands, adding, 19–20  
 Save button, 18, 90, 96, 362  
 Speak Cells command buttons, 169, 170  
 Undo button, 18, 150, 151  
 Quick Launch toolbar, adding Excel desktop shortcut to, 32  
 Quick Print button (Quick Access toolbar), 42, 177–178  
 Quick Print command, 18
- **R** ●
- raise number to exponential power (^), 64  
 range  
   extending with AutoFill feature, 75–76  
   selecting, 81–82  
 range name, linking to, 346  
 read-only file, opening, 149  
 Ready mode, 53  
 recalculation, manual, 226, 364  
 Recent Documents list, 146–147  
 Recolor option (Picture Tools contextual tab), 306  
 Record Macro dialog box, 350–351  
 recording new macro, 348–352  
 records in data list  
   adding, 321–324  
   editing, 324–325  
   filtering, 333–339  
   finding, 326–328  
   moving through, 325–326  
   sorting, 328–333  
 Redo button (Quick Access toolbar), 18, 42, 150–151  
 Redo command, 19  
 #REF! error value, 70  
 relative cell reference, 156–157
- removing. *See also* deleting  
 border in worksheet, 136  
 color from worksheet tab, 239  
 command button from Quick Access toolbar, 19, 20  
 data labels from chart, 294  
 page break, 198  
 protection from worksheet or workbook, 229  
 Rename Sheet command, 38  
 renaming. *See also* naming  
   data table, 109  
   workbook, 91  
   worksheet, 237–238  
 reordering layering of graphic objects, 314–315  
 repairing file before opening, 150  
 Replace command, 36  
 replacing cell entry, 71, 223–224  
 Report Filter drop zone, 272  
 repositioning. *See also* moving  
   comment, 215  
   insertion point, 72, 86  
 Research command, 38, 42  
 Research task pane, 224–225  
 Reset Picture option (Picture Tools contextual tab), 306  
 Reset Window Position option (Compare Side by Side dialog box), 246  
 resetting page breaks, 198  
 resizing  
   comment text box, 215  
   embedded chart, 290  
   horizontal scroll bar, 25  
   WordArt, 310  
 Restore button (title bar), 244  
 Review tab (Ribbon interface), 15, 214  
 Reviewing toolbar, 214  
 Ribbon interface. *See also* Quick Access toolbar; Status bar  
 Calculation Options button, 226  
 command buttons, 17  
 command sequences, 5–6  
 components of, 14–15  
 Define Name button, 219  
 Developer tab, adding, 349

Ribbon interface (*continued*)  
Formula bar, 13, 21, 55, 72–73  
Freeze Panes button, 210  
illustration of, 13  
Insert tab, 15, 288–289, 307–310, 358  
minimizing, 14–15, 35  
New Window command button, 241  
Office Button, 7, 12–13  
overview of, 12, 359  
Page Layout tab, 15, 181–189, 313–314  
Protect Sharing button, 229  
Protect Sheet button, 227  
Protect Workbook button, 228  
Review tab, 214  
selecting command on, 362  
Show Formulas button, 198  
Split button, 208  
tabs, 15–16  
View Side by Side command button, 245  
Worksheet area, 13, 14, 22–27, 206–209  
right alignment, 130  
rotating text, 133–134  
row  
adjusting height of, 124  
deleting, 165–166, 364  
hiding, 126  
inserting, 167, 364  
selecting all cells in, 102  
Row field  
filtering, 276–277  
pivoting, 279  
sorting on, 278  
Row Labels drop zone, 272  
ruler, changing units for, 174  
running macro, 349, 352–353, 354

## • S •

Save As command, 36  
Save As dialog box  
accessing, 90  
default file location, changing, 93–94  
in Windows Vista, 91–92  
in Windows XP, 92–93  
.XLSX compared to .XLS file format, 94

Save button (Quick Access toolbar), 18, 90, 96, 362  
Save command, 18, 35, 41  
Save tab (Excel Options dialog box), 93  
saving  
copy of workbook, 362  
importance of, 363  
macro, 351  
recovered version of workbook, 96  
scenarios, 266  
theme, 314  
worksheet windows, 244–245  
saving file  
format for, 49–50  
importance of, 96  
as PDF file, 95  
in .XLS format, 94  
Scale to Fit group (Page Layout tab), 188  
Scenario Manager  
overview of, 255, 264  
setting up various scenarios, 264–266  
Summary report, producing, 266–267  
Scenario Summary dialog box, 266–267  
scientific notation, 58  
scroll arrow buttons (Formula bar), 73  
scroll bar, using in Worksheet area, 25–26, 361  
Scroll Lock key, 24–25  
Search Results dialog box, 149  
Search text box (Open dialog box), 147  
search-and-replace operation, global, 224  
searching  
for Clip Art, 303, 304  
Find and Replace dialog box, using, 220–223  
for function, 85  
records in data list, 326–328  
Research task pane and, 224–225  
searching for workbook  
in Windows Vista, 147–148  
in Windows XP, 148–149  
selecting  
cell, 67, 81–82, 100–107, 363  
chart, 290  
chart element, 296  
command on Ribbon, 17

- file to open, 146  
 keyboard, 104–107  
 multiple worksheets, 235–236  
 object, 16  
 point-and-click, 100–104  
 worksheet window, 244  
**Selection and Visibility task pane**, 315–316  
**selection handle**, 290  
**Selection option** (Print dialog box), 180  
**series**  
 adding data labels to, 293–294  
 built-in, created with AutoFill, 77–78  
 custom, creating for AutoFill, 79–80  
**set cell**, 262  
 setting margins, 182–185  
**Shapes gallery**, 307–308  
 sharing workbook, 229  
**sheet**. *See* **worksheet**  
**Sheet Name button** (Header & Footer Elements group), 192  
**Sheet Options group** (Page Layout tab), 188–189  
**Sheet tab** (Page Setup dialog box), 186–187  
**Sheet Tab scroll buttons**, 26, 27  
**sheet tab** (workbook)  
 dragging to move worksheet, 247–248  
 switching worksheets using, 232–233  
**Shift Cells Down option** (Insert dialog box), 166  
**Shift Cells Left option** (Delete dialog box), 165  
**Shift Cells Right option** (Insert dialog box), 166  
**Shift Cells Up option** (Delete dialog box), 165  
**Shift key**  
 cell selection and, 101, 104–105  
 scrolling and, 25  
**Shift+F5** (Find), 220  
**Shift+F8** (Add to Selection mode), 106  
**Shift+F9** (Calculate Sheet), 226  
 shortcut menu for chart element, 296  
 shortcuts. *See* **keystroke shortcuts**  
**Show All Comments command button** (Ribbon), 214  
**Show Formulas button** (Ribbon), 198  
**Show Margins check box** (Print Preview), 183  
**Show Margins option** (Print Preview), 177  
 showing hidden graphic object, 316  
**Shrink to Fit** text control, 134  
**sidebar**, information in, 2  
**Size button** (Page Setup group), 182  
**sizing**. *See* **resizing**  
**SmartArt**, 310–313  
**Social Security Number format**, 123  
**Solver add-in** and what-if analysis, 267  
**Sort A to Z command**, 42  
**Sort Ascending command**, 19  
**Sort command**, 333  
**Sort Descending command**, 19  
**Sort dialog box**, 331, 333  
**Sort Z to A command**, 43  
**sorting**  
 pivot table, 278  
 records in data list, 329–333  
 worksheet data by columns, 333  
**space conservation in worksheet**, 52–53, 363  
**Speak Cells command buttons** (Quick Access toolbar), 169, 170  
**special symbol**, inserting, 80–81  
**speeding up data entry**, 82–83  
**spelling**, checking, 167–169  
**Spelling command**, 18, 38, 42  
**Spelling dialog box**, 167–169  
**split bar**, 207–208  
**Split button** (Ribbon), 208  
**Split command**, 40  
**splitting**  
 workbook into worksheet windows, 240–245  
**Worksheet area window**, 206–209  
**spreadsheet**. *See* **workbook**; **worksheet**  
**Standard toolbar buttons**, Excel 2007  
 equivalents for, 41–43  
**Start Inking command**, 42  
**Start menu**  
 pinning Excel to, 30  
 starting Excel from, 29

- starting Excel
    - with desktop shortcut, 30–32
    - from Windows Vista, 29, 361
    - from Windows XP, 29, 361
  - starting new workbook, 361
  - Status bar
    - areas of, 27–28
    - illustration of, 13
    - messages in, 6
    - Page Layout View button, 358–359
    - Record Macro button, 348, 350
    - Stop Recording button, 352
    - Zoom slider, 204–206, 358
  - StdDev function, 281
  - StdDevp function, 281
  - Stop Recording button (Status bar), 352
  - style galleries, 359
  - styles
    - chart, 291, 292
    - overview of, 138–139, 357
    - pivot table, 274
  - Subtotal command, 40
  - Sum command, 42
  - summary. *See* pivot table
  - summary function, modifying in pivot table, 280
  - summary report for Scenario Manager, producing, 266–267
  - summary worksheet, 249–252
  - switching between worksheets
    - with keyboard, 235
    - with sheet tab, 232–233
  - Tab scrolling buttons, 233–234
  - Symbol command, 37
  - Symbol dialog box, 80–81
  - Synchronous Scrolling option (Compare Side by Side dialog box), 246
- T •
- Tab Color command, 38
  - Tab key
    - completing cell entry and, 55
    - moving cell cursor with, 82
  - Tab scrolling buttons, 233
- Tab split bar, 208, 234
  - table. *See also* data table; pivot table
    - entering data in new worksheet, 81–82
    - organizing data into, 52
    - selecting cells in, 102–104, 105
  - Table gallery, 107–109
  - Table option (Print dialog box), 180
  - Table Styles Options group (Design tab), 109
  - ten-key method, 61–62
  - text
    - in chart title, formatting, 197
    - rotating, 133–134
    - for SmartArt graphic, filling in, 311–312
  - text box, 300–302
  - text entry
    - adding hyperlink to, 345–346
    - AutoComplete feature, 73–75
    - breaking into lines, 132
    - copying throughout cell range, 78
    - overview of, 56–57
    - reorienting, 133–134
  - text replacement, adding to AutoCorrect feature, 71
  - Text to Speech feature, 169–171
  - text wrap, 131–132
  - theme, 313–314
  - thumbnail and Live Preview, 359
  - tilde (~), 222
  - Tiled option (Arrange Windows dialog box), 241, 242
  - time axis, 288
  - time format, 62, 121–122
  - title. *See also* header
    - adding to chart, 293
    - editing in chart, 295
    - formatting, 297
  - title bar, 244
  - Tools menu commands, 38–39
  - Top Align button (Alignment group), 44, 111
  - Top 10 filter, 334–335
  - Track Changes command, 39
  - turning off AutoComplete feature, 75
  - two-variable data table, creating, 259–261
  - Type option (Chart Tools contextual tab), 291

## • U •

unanchoring cell cursor, 106  
 Underline button (Font group), 111  
 underlining, 112  
 Undo button (Quick Access toolbar), 18, 41, 150, 151  
 Undo Clear ToolTip, 150  
 Undo command, 18  
 Undo feature  
   deleting record from data list and, 325  
   deleting worksheet and, 237  
   moving worksheet and, 248  
   overview of, 364  
 unfreezing window pane, 211  
 Ungroup command, 40  
 ungrouping graphic objects, 315  
 Unhide Columns command, 38  
 Unhide command, 40  
 Unhide Rows command, 37  
 Unhide Sheet command, 38  
 unhiding. *See also* hiding  
   column or row, 125–126  
   Personal Macro Workbook, 353  
 unloading built-in add-in programs, 345  
 unlocking cell, 229  
 unprotecting worksheet or workbook, 229  
 Use in Formula command, 37  
 Use Relative References option (Macro button drop-down menu), 351–352  
 user interface, 11. *See also* Ribbon interface

## • V •

value  
   formatting, 119–121, 298–299  
   numeric, entering, 58–59  
   in pivot table, formatting, 275  
   searching for, 221–222  
   #VALUE! error value, 70  
 Value Field Settings dialog box, 280  
 Values drop zone, 272  
 Var function, 281  
 Varp function, 281

Vertical option (Arrange Windows dialog box), 241, 243  
 vertical scroll bar, 25  
 View menu commands, 36  
 View Side by Side command, 40  
 View Side by Side command button (Ribbon), 245  
 View tab  
   description of, 15  
   Macros command button, 348  
 viewing comment, 214  
 Visual Basic for Applications, 348

## • W •

Web page query, 341–342  
 Web sites  
   Adobe Reader software, 95  
   Microsoft Office Online, 343  
   searching, 225  
 what-if analysis  
   Data Tables, 256–261  
   Goal Seek, 261–263  
   overview of, 255  
   Scenario Manager, 264–267  
   Solver add-in, 267  
 wide margins, setting, 182  
 width of column, setting, 123–124  
 wildcard, 222  
 Window menu commands, 40  
 window pane  
   freezing, 209–212  
   opening worksheets in, 240–245  
   splitting, 206–209  
   unfreezing, 211  
   uses of, 209  
 Windows of Active Workbook option (Arrange Windows dialog box), 243  
 Windows Vista  
   creating desktop shortcut for, 30–31  
   Open dialog box, 142–144  
   Save As dialog box in, 91–92  
   searching for workbook in, 147–148  
   starting Excel from, 29, 361

- Windows XP  
    creating desktop shortcut for, 31–32  
Open dialog box, 144–146  
Save As dialog box in, 92–93  
searching for workbook in, 148–149  
starting Excel from, 29, 361
- WordArt, 308–310
- workbook  
    activating and displaying, 27  
    changing default number of worksheets in, 237  
    changing order of worksheets in, 239–240  
    deleting worksheet from, 237  
    description of, 231  
    entering data into, 52–55  
    inserting worksheet into, 236  
    naming, 363  
    navigating, 26–27  
    opening, 52, 142  
    opening more than one, 146  
    opening recently edited, 146–147  
    organizing worksheets in, 232  
    protecting shared, 229  
    renaming, 91  
    starting new, 361
- worksheet  
    activating for editing, 27  
    adding to workbook, 26–27  
    assigning color to, 238–239  
    breaking into pages for printing, 174  
    changing order of, 239–240  
    comparing two, 245–246  
    copying, 239–240, 246–249  
    deleting from workbook, 237  
    description of, 231  
    editing, 142  
    editing multiple, 235–236  
    hyperlink, adding, 345–348  
    inserting into workbook, 236
- moving, 240, 246–249  
moving pivot chart to its own, 282  
opening in window pane, 240–245  
printing from Print dialog box, 178–180  
printing using Quick Print button, 177–178  
renaming, 237–238  
selecting multiple, 235–236  
space conservation in, 52–53  
summary, creating, 249–252  
working with multiple, 232–238
- Worksheet area  
    display of, 14  
    illustration of, 13  
    navigating, 22–25  
    scroll bars, using, 25–26  
    splitting, 206–209  
    workbook, navigating, 26–27
- Wrap Text button (Alignment group), 44, 111, 131
- X •
- x-axis, 288, 298–299  
.XLS file format, 49, 94  
.xlsb filename extension, 95  
.XLSX file format, 49–50, 94
- Y •
- y-axis, 288, 298–299
- Z •
- Zip Code format, 122  
Zoom button (Status bar), 28  
Zoom command, 43  
Zoom dialog box, 206  
Zoom slider, 204–206, 358

# *Notes*

# *Notes*